

Submission Guideline for Construction Review Services



The following guideline is provided to aid in the submission of a project to Construction Review Services (CRS). Adhering to these guidelines will greatly reduce the overall review time of your project. Although projects sometimes vary, the general process is as follows:

1. Complete an [application](#) for CRS (attached).
2. Attach the appropriate [fee](#) with the application (fee schedule attached).
3. Schedule [conferences](#), as appropriate for the project, with the CRS staff in Olympia. Although conferences are optional they are highly recommended for complex projects.
4. Leave one copy of the plans with CRS, if requested, at the end of the conference. (A reduced set of plans is preferred.)
5. Incorporate the comments made at the conference into your construction documents.
6. Submit 2 full-size sets of the construction drawings drawn to scale, and one copy of any specifications or project manual, along with a written response to each review comment from the previous conference.
7. CRS will generate a detailed list of review comments. The list will be sent by email or mail, with copies of the review to the architect and local building official.
8. Respond in writing to the comments and incorporate any design changes into revised construction documents. Resubmit 2 sets of the construction drawings with the written responses.
9. If the responses are approved and no additional review comments are generated, then a letter of transmittal noting the construction documents have been approved and one set of stamped 'Approved' construction drawings will be sent to the facility with a notification of construction completed pink card.
10. When the project construction is complete, fill out the notification of construction completed pink card and drop it in the mail, along with a copy of the Certificate of Occupancy, and a reduced floor plan (max 11x17). Once these are received, the CRS portion of the project is complete.

NOTE: Provide a letter of transmittal with all submissions with the project number indicated. This will ensure the items are set up and directed to the appropriate staff for review.

Construction Review Services

P.O. Box 47852
Olympia, WA
98504-7852

tel: 360-236-2944
fax: 360-236-2901
email: fslcrs@doh.wa.gov

www.doh.wa.gov/crs

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Conferences

There are five types of conferences available:

- Technical Assistance
- Preliminary Plan Review
- Design Development Review
- 90% Construction Document Review
- Post Review

Conferences are available on Tuesdays and Thursdays. Although conferences are not required, they are strongly recommended. Please call our office at (360) 236-2944 if you would like to schedule a conference.

Due to the increasing number of conferences, we recommend scheduling as far in advance as possible. Please allow up to 4-6 weeks for scheduling. As a courtesy to others, please notify CRS of any cancellations as soon as possible.

Technical Assistance Conference

We encourage this type of conference for those who are looking for guidance and direction regarding their construction projects (e.g., Ambulatory Surgery Centers are not required by law to go through CRS, but often schedule TA Conferences to assist them in the construction of their facility). A CRS project number is not assigned at this type of conference. Please provide the following documents and information at your TA Conference:

- ☐ Completed CRS application.
- ☐ \$425.00 TA Conference fee.
- ☐ Other documents necessary to define the project.

Preliminary Plan Review Conference

We encourage this type of review as a “face-to-face” meeting, especially for those who have not been through our construction review process. Please provide the following documents and information at your Preliminary Plan Review Conference:

- ☐ Completed CRS application.
- ☐ Appropriate review fee.
- ☐ A Functional Program describing the services to be provided.
- ☐ Preliminary architectural plans.



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Design Development Review Conference

This conference is generally not necessary except for large projects (e.g., new hospitals and nursing homes or major additions). Please provide the following documents and information at your Design Development Review Conference:

- ☐ An updated Functional Program.
- ☐ Architectural design development documents.
- ☐ A narrative describing the proposed mechanical HVAC system.
- ☐ Other documents necessary to define the project.

90% Construction Document Review Conference

This conference is highly recommended for projects as a last minute check to uncover any plan review issues that can be resolved before submission of the 100% completed construction documents.

Post Review Conference

This is available to those who wish to discuss proposed solutions to plan review comments. These conferences are very useful to large complex projects and may save considerable time in obtaining an approval.

Please note: Without the full plan review fee, or technical assistance conference fee of \$425.00, the conference will not proceed.

Plan Review

All project reviews occur at 100% completion of construction documents. Provide the following with your submittal:

- ☐ Final Functional Program. (1 copy)
- ☐ Architectural, mechanical (HVAC and plumbing), and electrical drawings. (2 sets)
- ☐ Door, window, hardware, and finish schedules. (2 sets)
- ☐ Kitchen equipment schedule and sample menu. (1 copy)
- ☐ Specifications and project manuals. (1 copy)
- ☐ Any design-build documents (other than the shop drawings listed below). (2 sets)
- ☐ **For hospitals and nursing homes only**, Carpet manufacturer's specifications and a copy of the radiant panel test report.
- ☐ **For dementia care units only**, Landscaping plans and schedules.

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Functional Program

The functional program is a very important part of the review process. The functional program helps us to understand the services being offered at your facility, and under what sections of the Washington Administrative Code they should be reviewed. For further information or questions regarding functional programs, please contact the CRS Project Coordinator or visit our website at www.doh.wa.gov/crs.

Shop Drawing Reviews

You may submit the following items for review and approval during general construction, but before installation (**two copies** of each set of plans and one copy of supporting documentation):

- ❑ Fire alarm shop drawings, annunciation, power connection, battery calculations, conductor types and sizes, voltage drop calculations, catalog cuts, and the name and information of who will receive off premise transmission of alarms.
- ❑ Automatic fire sprinkler drawings, hydraulic calculations, and catalog cuts with the shop drawings stamped by a licensed automatic fire sprinkler system designer.

Interior Finish Submissions

Only Hospitals and Nursing Homes have specific interior finish requirements. Each carpet will be project specific. No “blanket” approvals will be issued. **All facilities must meet Chapter 8, Uniform Building Code, for wall covering.** Please provide the following with your submission:

- ❑ A completed CRS application.
- ❑ An \$80.00 review fee.
- ❑ The manufacturer's specifications.
- ❑ A copy of the radiant panel test report for the carpet used.
- ❑ A floor plan showing where the carpet is to be installed and adjacent areas keyed to the carpet styles used.
- ❑ If a carpet extends up the wall more than six inches see Chapter 8, Uniform Building Code, for flame spread requirements.

NOTE: Facility must be fully sprinklered.

Checking Project Status

Initial reviews are given a 28-day target date; each subsequent review is given a 28-day target date. Please allow 7-10 days after the assigned target date to receive the plan review comments in the mail. If you have questions on the status of your project, please call our office at (360) 236-2944 or visit our website at www.doh.wa.gov/crs, click on “Project Status”, and follow the on-line instructions.

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Construction Review Fees

1. The project sponsor must submit to the department:
 - a. A completed Construction Review Services application form along with project documents for review; and
 - b. The appropriate review fee based upon the initial project construction cost as determined from the construction review fee table listed below.
2. The department must charge a flat fee of \$80.00 for a project involving installation of carpet or wall covering only.
3. The project sponsor may request a reduction in the project review fee for fixed or installed technologically advanced diagnostic or treatment equipment projects including lithotripters, CT scans, linear accelerators, or MRI's.
4. The department may adjust the project review fees if:
 - a. The final project cost changes as evidence on the certificate of project completion card; or
 - b. The project sponsor requests a reduction in the fee according to subsection 3 of this section.

Project Cost			Review Fee	
\$	0	to	\$	999\$ 120
\$	1,000	to	\$	1,999\$ 250
\$	2,000	to	\$	2,999\$ 325
\$	3,000	to	\$	4,999\$ 410
\$	5,000	to	\$	9,999\$ 530
\$	10,000	to	\$	19,999\$ 665
\$	20,000	to	\$	29,999\$ 820
\$	30,000	to	\$	39,999\$ 975
\$	40,000	to	\$	49,999\$ 1,125
\$	50,000	to	\$	64,999\$ 1,325
\$	65,000	to	\$	79,999\$ 1,535
\$	80,000	to	\$	99,999\$ 1,845
\$	100,000	to	\$	124,999\$ 2,200
\$	125,000	to	\$	149,999\$ 2,550
\$	150,000	to	\$	199,999\$ 2,970
\$	200,000	to	\$	249,999\$ 3,325
\$	250,000	to	\$	324,999\$ 3,650
\$	325,000	to	\$	449,999\$ 4,100
\$	450,000	to	\$	574,999\$ 4,600
\$	575,000	to	\$	699,999\$ 5,200
\$	700,000	to	\$	849,999\$ 5,825
\$	850,000	to	\$	999,999\$ 6,550
\$	1,000,000	to	\$	1,249,999\$ 7,150
\$	1,250,000	to	\$	2,499,999\$ 7,850
\$	2,500,000	to	\$	2,999,999\$ 8,550
\$	3,000,000	to	\$	3,499,999\$ 9,300
\$	3,500,000	to	\$	4,999,999\$ 10,750
\$	5,000,000	to	\$	6,999,999\$ 12,200
\$	7,000,000	to	\$	9,999,999\$ 13,800
\$	10,000,000	to	\$	14,999,999\$ 15,850
\$	15,000,000	to	\$	19,999,999\$ 17,850
\$	20,000,000	to	\$	29,999,999\$ 19,900
\$	30,000,000	to	\$	39,999,999\$ 23,000
\$	40,000,000	to	\$	59,999,999\$ 25,600
\$	60,000,000	to		AND OVER\$ 28,700



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Types of Facilities and Regulatory Requirements

The following is a list of facilities that need to be reviewed by Construction Review Services (CRS)

Agency / Facility Type	State License Required	Certificate of Need (CON)	Construction Review (CRS)	Medicare Certification for payment
Ambulatory Surgical Centers	no	yes/no	voluntary	required
Adult Residential Rehab Centers	yes	no	required	no
Alcohol Treatment Facilities	yes	no	required	required
Boarding Home**	yes	no	required	required
Childbirth Centers (as maternity homes)	yes	no	required	no
Community Colleges-Kitchens (Pierce and King Counties only)	no	no	required	no
Comprehensive Outpatient Rehab Facility (CORF)	no	no	no	required
Critical Access Hospitals	yes	yes	required	required
Eye Banks	yes	no	no	no
Ferries - Kitchens	no	no	required	no
Home Care Agencies	yes	no	no	no
Home Health Agencies	yes	yes/no	no	required
Hospice Agencies	yes	yes/no	required	required
Hospitals	yes	yes	required	required
Juvenile Rehabilitation Facilities	no	no	no	no
Kidney Centers (ESRD)	No	yes	voluntary	required
Mobile Units (Therapeutic Cath Lab requires CON)	yes	yes/no	required	yes
Nursing Homes**	yes	yes	required	required
PACD Hospitals	yes	no	required	required
Prison Hospitals	no	no	voluntary	no
Psychiatric Hospitals	yes	yes	required	required
Rehabilitation Agencies	no	no	no	required
Residential Treatment Facilities for Psychiatrically Impaired Children	yes	no	required	no
Comprehensive Outpatient Rehab Facility (CORF)	no	no	no	required
Rural Health Clinics	no	no	no	required
Temporary Worker Housing	yes	no	required	no

**Facilities are licensed by the Department of Social and Health Services (DSHS).



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